

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 1212

**TITLE:** Legislative Liaison

**GRADE:** S-32

**DEFINITION:**

Under the direction of the County Executive, serves as the principal legislative liaison for the County to the State and other governmental organizations; manages all State-level legislative activities of the County on those matters of concern authorized by the Board of Supervisors, and coordinates federal legislative matters, as assigned; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

This is a single position class.

**ILLUSTRATIVE DUTIES:**

Oversees the development and implementation of the Board of Supervisors' annual legislative and State budget initiatives/positions;  
Assesses the impact and directs any response to proposed legislation affecting the County in coordination with all County agencies;  
Manages the State intergovernmental relations function of the County;  
Represents the positions of the Board of Supervisors at the General Assembly;  
Assists and reports to the County Executive and the Board of Supervisors on all assigned aspects of State legislation, as well as federal legislation as assigned, which enable or impact the operations of the County;  
Initiates development of executive recommendations for legislative/budget initiatives or positions to be considered by the Board as part of County's annual legislative program;  
Researches, analyzes and evaluates Board of Supervisors' referrals of issues for consideration by the Board's Legislative Committee and provides staff recommendation to the Board;  
Serves as lead staff to Legislative Committee of Board;  
Coordinates development of draft legislation and budget amendments for initiation at the General Assembly, in conjunction with other entities including the Office of the County Attorney and the State's Division of Legislative Services, Department of Management and Budget, and House Appropriations/Senate Finance Committee staff;  
Meets Fairfax County Legislative Delegation leadership to select patrons for County legislative or budget initiatives, and to develop strategies for the pursuit of the County's and Northern Virginia's legislative agendas;  
Lobbies and presents information on Board initiatives and positions with General Assembly members individually, at committee meetings, public hearings or as appropriate during the Session and the off-Session;  
Directs all lobbying activities of the County's multidisciplinary legislative team during the Session and throughout the year;

Researches, analyzes and evaluates legislation and studies of impact to the County, and provides briefings and recommendations to the County Executive and Board of Supervisors;

Directs Countywide interagency legislative review team for purposes of department-level analysis of State legislation;

Writes correspondence or testimony on state legislation as directed by the Board of Supervisors, or federal legislation, as assigned;

Tracks the progress and status of all relevant State legislation and reports this information to the Board of Supervisors and the Fairfax County Legislative Delegation;

Lobbies all legislation identified as impacting the County, as directed by the Board of Supervisors;

Directs the annual distribution of all enacted State legislation to County departments which have primary responsibility for implementation;

Represents the Board of Supervisors' position and County interests in development of the annual Virginia Association of Counties (VACO) and the Virginia Municipal League (VML) legislative programs;

Pursues County positions and interests in coordination with those of other local jurisdictions regionally and statewide to identify and develop common legislative agendas for the General Assembly;

Directs County government relations as liaison with Fairfax County Legislative Delegation and General Assembly legislative staff and State executive staff;

Provides information on County's legislative program and activities to the media and public;

Supervises the administration of the County's legislative tracking database as well as development and implementation of a County government relations website;

Assists the County Executive and the Board by coordinating federal legislative matters, as assigned.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of effective methods of promoting legislative and public policy interests with the State legislative and executive branches;

Extensive knowledge of Virginia state, regional and local legislative processes, including the organization, structure and operation of State and local governments;

Working knowledge of State and local budget processes;

Working knowledge of State and local government laws or principles that control the activities and functions of local government;

Ability to perform research, analysis and evaluation of policy issues at the executive level of the public or private sector, and to develop effective courses of action;

Ability to establish cooperative working relationships with elected and appointed officials at the State, regional and local levels, including the ability to develop consensus which accommodates conflicting interests and viewpoints;

Ability to communicate effectively, both orally and in writing;

Ability to organize, plan and direct a variety of activities.

**NECESSARY SPECIAL REQUIREMENTS:**

This position requires extensive travel. The individual in this position is expected to live in Richmond for the duration of the annual legislative session of the Virginia General Assembly. The position also requires attendance at legislative meetings throughout the year, primarily in Richmond, as well as other sites in the State.

**EMPLOYMENT STANDARDS:**

Any combination of education, experience and training equivalent to:

Graduation from an accredited four year college or university with course work which includes public administration, political science, communications, policy analysis or a related field; PLUS

Five years of progressively responsible experience in state government relations for a private or public entity.

**CERTIFICATES AND LICENSES REQUIRED:**

Registration with the Commonwealth of Virginia, as a lobbyist for the County of Fairfax, within 15 days of hire and annually thereafter.

ESTABLISHED: May 3, 2001